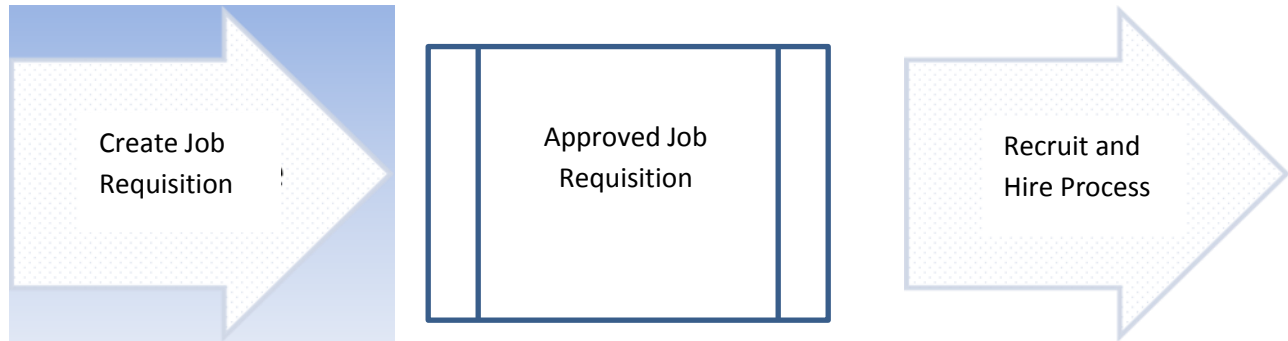


Create a Job Requisition: Create New Position for a New Hire

05.15.15



Overview: In order to hire a new worker, ***a job requisition must be created and approved first*** in order to create a position for the worker to move into.

After the job requisition is created and approved, Employment is notified of the open job requisition. A recruiter schedules a client engagement meeting with the hiring manager to begin the recruiting process. After identifying a suitable candidate and when a job offer is accepted, Employment completes the hiring process in FermiWorks.

NOTE: Contractors are still requisitioned via the purchase order process presently used. Once this personnel purchase order has been approved outside of FermiWorks, complete the [Contract a Contingent Worker](#) process to add a contractor to the organization's headcount.

1. Type **Create Job Requisition** in the Search box.
2. Press **Enter**.
3. Select **Create Job Requisition** from the Search Results list.
4. If you are responsible for direct reports in more than one **Supervisory Organization** select **Prompt**, drill down and select the appropriate **Supervisory Organization**.

If you are only responsible for one Supervisory Organization this field auto populates.

NOTE: A Supervisory Organization groups workers into a management hierarchy. A supervisory organization can be a department, group, or project. Jobs, positions, and compensation structures are associated with supervisory organizations and workers are hired into jobs or positions associated with a supervisory organization.

All fields with a red asterisk (*) are required fields. All Fermilab required fields may not have a red asterisk. A validation error message displays to identify these required fields.

For all required fields, always use Prompt and select from the list that displays (if available).

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5. Select **Create New Position** if you are increasing headcount, or

Select **For Existing Position** and select an open vacant position if you are replacing a worker.

NOTE: If no selection is made, an error message displays. The Position type **MUST** be selected.

6. Verify the **Worker Type** is Employee.

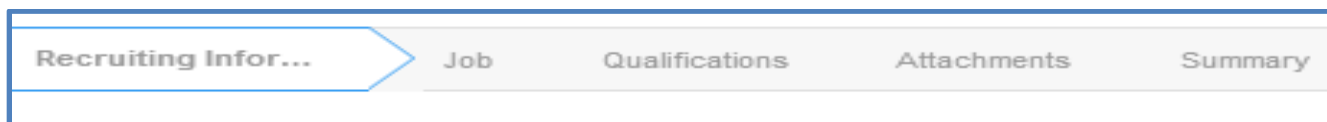
NOTE: If this requisition is for an on-call position, the worker type is employee.

To create a position in your organization for a contingent worker, follow the [Create a Job Requisition: Create New Position for a Contingent Worker](#) process.

A contingent worker is not on the Fermilab payroll. This includes: authorized guests, contractors, other visitors (school teacher, scientist or researcher, student, and technician).

7. Click **OK**.

The **Recruiting Information** section displays.



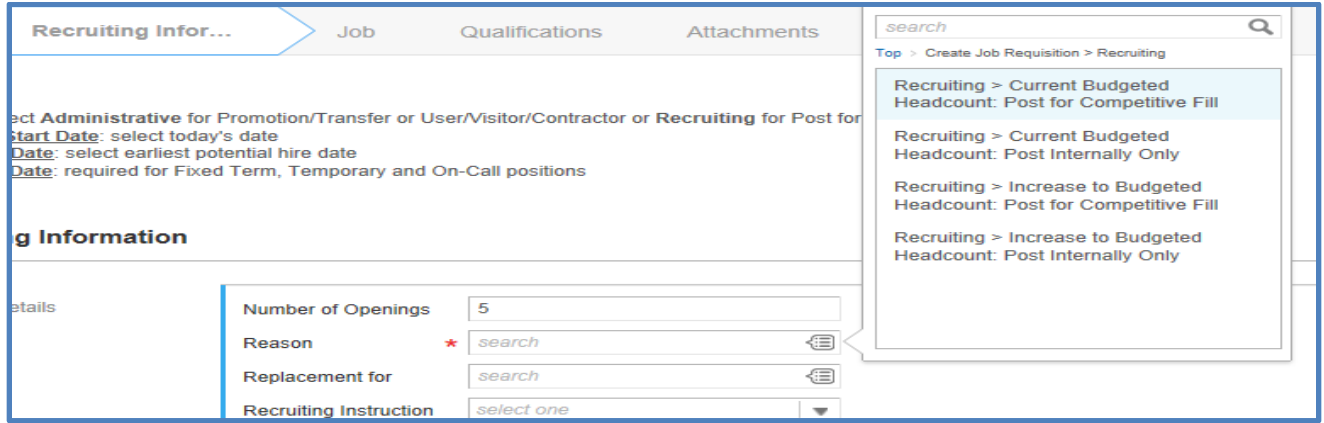
The chevrons display the sections to be completed.

1. Click **Number of Openings** to open the section.
2. The **Number of Openings** defaults to one. If there is more than one opening, enter the number. A requisition number will still be created as it has been in the past (prior to FermiWorks.)

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- Reason:** Click Prompt > Create Job Requisition > Recruiting. Select the appropriate **Reason**.



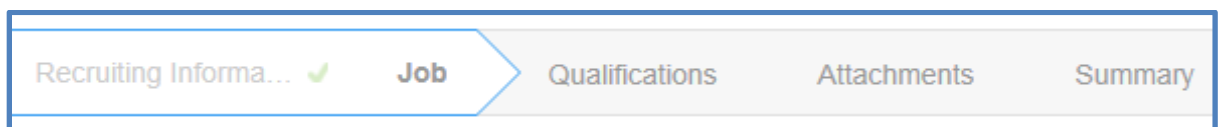
| REASON | DEFINITION |
|--|--|
| Recruiting > Current Budgeted Headcount: Post for Competitive Fill | No increase to headcount, posted externally |
| Recruiting > Current Budgeted Headcount: Post Internally Only | No increase to headcount, posted internally only |
| Recruiting > Increase to Budgeted Headcount: Post for Competitive Fill | Increase to headcount, posted externally |
| Recruiting > Increase to Budgeted Headcount: Post Internally Only | Increase to headcount, posted internally only |

- Enter the **Recruiting Start Date**. Enter today's date.

NOTE: You cannot hire or promote someone before the recruiting start date or target hire date. For example, if you are entering the Administrative requisition and enter the recruiting start date and target date using 5/2, the effective date cannot be before 5/2.

- Enter the **Target Hire Date**. Enter today's date.
- Click **Next**.

The **Job** section displays.



A green check mark (✓) displays to the right of the section(s) completed.

- Click **Job Posting Title** to open the section.

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2. Enter the **Job Posting Title**. This is the functional job title that is posted externally, e.g., 'Electrical Engineer,' not Engineer IV.

NOTE: NEVER enter a specific name in the job requisition. For a New Hire job requisition, enter the Job Posting Title and then '/New Hire/.' For example, enter 'Administrative Assistant V/New Hire' so it will be easy to identify the job requisition that was created specifically for a new hire from the list of open positions that display in the manager's My Open Job Requisitions worklet.

3. Enter the detailed **Justification** for a new or replacement position.

NOTE: Job descriptions are located here: http://wdrs.fnal.gov/job_descript/index.html for reference. Enter the specific need in the justification field. A justification **MUST** be entered. If a justification is not entered, the job requisition will not be approved. It will be sent back for you to complete.

4. **Job Profile:** Click Prompt, drill down and select the appropriate **Job Profile**. This is the Fermilab Compensation job title, e.g., Engineer IV.

NOTE: The Job Description Summary auto populates based on the job profile entered.

5. Tailor the **Job Description** to fit any specific knowledge, skills and abilities not captured in the job description summary.
6. **Worker Sub Type:** Click Prompt > For Current Country. Select Regular for the **Worker Sub-Type**. This is an additional categorization of the job profile.
7. **Time Type:** Click Prompt and select the appropriate **Time Type**.
8. **Primary Location:** Click Prompt > Batavia for the **Primary Location**.

NOTE: CERN in Batavia, Illinois is used for workers who are located at CERN and are paid by Fermilab.

9. Click **Next**.

The **Qualifications** section displays.

NOTE: If you do not know the specific qualifications now, leave this section blank. The client engagement meeting with the recruiter will clarify the qualifications to enter in this section.

1. Click **+** to the right of **Education**.
2. Click Prompt > All Degrees and select the appropriate **Degree** required for this position.

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3. Click **+** to the right of the following Qualification fields and enter information as appropriate for this position:

- **Language**
- **Certifications**
- **Work Experience**
- **Competencies – Do not enter any competencies.**
- **Responsibilities**
- **Training Details**

4. Click **Next**.

The **Attachments** section displays.

1. Click **+** to upload any appropriate **Attachments**. If the job requires physical activities for example, attach a document with those requirements here.

NOTE: The WAAF and Headcount Justification forms are located at:

<https://www-esh.fnal.gov/pls/cert/waaf.html>

2. Click **Attach**, select the file and click Open.
3. Enter any **Comments** as appropriate.
4. Click **Next**.

The **Summary** section displays.

1. Read the Help Text at the top of the window. Click each link to review the details.
2. Click **Guide Me** to return to any section to make any changes. Or click the icon below to make changes directly in the Summary section.
3. Click **Submit**.

NOTE: Do **NOT** click Skip. The Organization Assignments section **MUST** be completed.

The Organization payroll cost center and associated information must be entered to complete the job requisition.

Click **Open** to Change Organization Assignments.

Fermilab defaults for the **Company**.

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NOTE: If you do not know the specific Organization Assignments, right click your name in the upper right corner and select 'See in New Tab.' Click the Organizations tab to display the organizational assignments. Do **NOT** click Skip.

1. **Cost Center:** Enter the appropriate **Cost Center** (project/task code).

The Payroll Cost Center (PeopleSoft financial cost center) and Financial Cost Center auto populate.

2. **Physical Location:** Click Prompt and drill down to select the appropriate **Physical Location**.

3. **Mail Stop:** Click Prompt and drill down to select the appropriate **Mail Stop**.

4. **Stock Code:** Click Prompt and select the appropriate **Stock Code**. This is the maximum amount allowed for the purchase of on-site materials for this position.

5. Click **Submit**.

6. Click **Done**.

The process must now be approved.

Once the Job Requisition for a new hire is approved, the requisition displays in the manager's My Open Job Requisitions worklet on the FermiWorks Home page.

View Job Requisition Progress Status

1. Open your FermiWorks Inbox.
2. Click **View Inbox**.
3. Click the **Archive** Tab.
4. Click the **Job Requisition** Action.
5. Click the **Process** tab.
6. Review the table to see the status.

After the Job Requisition for a new hire is approved, the second process, Recruit and Hire Process, can be initiated by the recruiter in FermiWorks.